

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AF MANUAL 37-123**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**20 APRIL 1995**

**Information Management**

**MANAGEMENT OF RECORDS**

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**AFMAN 37-123, 31 August 1994, is supplemented as follows:**

- 1.2. The chief of an office or function establishes an office of record.
- 2.1. Do not tamper with or alter the RIMS software program.
- 2.2. For interfiled records, indicate "Filed with Item #\_\_\_\_" in column C of the file plan. Assign subdivisions of a series of record either by letter or number for identification, coding, and filing. Be consistent throughout the file plan. List subdivisions on an attached piece of bond paper when there are frequent additions or deletions.
  - 2.2.1. Keep the original in front of the active files as Series 1.
  - 2.2.1.2. Records technicians use AETC Form 43, **Request for RIMS Files Maintenance and Disposition Plan Changes/Labels**, to change file plans and request RIMS products. Do not delete an item until disposition instructions have been applied.
- 2.3. Circle a cutoff instruction on every RIMS-generated disposition control label. Properly annotate the RIMS disposition control label to show cutoff, transfer to staging area, and waivers to normal disposition, as applicable.
- 3.1. Chiefs of newly established offices of record will submit their file plans.
- 3.3. Limit this file to mission records not covered by a particular table and rule in AFR 4-20, volume 2 (projected to be AFMAN 37-139, *Disposition of Records-Standards*). A small number of documents with retention periods of 1 year or less may be filed in this series when such action facilitates and simplifies disposition.
6. Before system implementation, action officers, OPRs, and communication-computer systems officers (CSO) submit electronic records proposal for each new document imaging or microfilming system (according to chapter 7 and attachment 2 of the basic manual) to the servicing FARM or records manager (RM) for review and evaluation.

7.3.3.1. RMs must ensure action officers, OPRs, and CSOs prepare a separate proposal for each series of record within an electronic records system. Each proposal must include all the applicable information outlined in chapter 7 and attachment 2 of the basic manual. The RM reviews each proposal and provides a recommendation before forwarding it to the CRM for approval authority.

**7.30. (Added) Form Prescribed.** AETC Form 43.

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